

CHECKLIST AND DUE DATES

Updated April 22, 2020

Important Note: These dates below are the due dates to the Provost Office, your College/Unit will likely require earlier dates to compile the reports.

- ❖ Dept/Schools:
 - The College will send the templates to the Units
 - ❖ Colleges/Units:
 - Access the templates in the Budget Docs Drive: Working Folder
 - Final Submission uploaded to your Budget Docs Drive: Final Folder
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Due March 6, 2020

- ✓ FY20 Instructional Costs Analysis Report (College Only)
- ✓ FY20 Reassigned Time Report

Due March 25, 2020

- ✓ FY20 Annual Report
- ✓ FY21 Planning Document
 - Include projected SBC request in Planning Document. PERS 937 SBC due at a later date.
 - All SBC requests submitted must meet the SBC Guidelines, if they do not they will be declined.
- ✓ PERS 936– Request for Tenure Track Positions/Non – Tenure Track Positions (College Only)
- ✓ PERS 937 (if applicable) –Provost Enhancements and Academic Enhancement Fund requests
- ✓ PERM Request (if applicable)

Due March 27, 2020

- ✓ Tenure – Track Searches must be completed (signed offer letter in hand)

Due April 17, 2020

- ✓ Base Provost IC Allocation will be announced

Due May 1, 2020

- ✓ Dept/School NTT Buckets should be balanced and not sitting at a deficit
- ✓ Office of the Provost will return all positive variance to AIF early June

Due June 12, 2020

- ✓ PERS 937 (if applicable) –Request for Strategic Budgeted Carryover
 - All SBC requests submitted must meet the SBC Guidelines, if they do not they will be declined.
 - It is understandable and expected that final SBC requests may differ than from the FY 21 planning document.

Due July 14, 2020

- ✓ Provost Enhancement & SBC Accountability Report (if applicable)
- ✓ Supplemental Travel Accountability Report (College Only)
- ✓ RERIP Accountability Report (if applicable)
- ✓ AEF TECH Accountability Report (College Only)

Due September 8, 2020

- ✓ FY21 Supplemental IC Request (College Only)
- ✓ FY21 Reassigned Time Report